



**ALASKA NATIVE TRIBAL HEALTH CONSORTIUM**  
**Office of Human Resources**  
**4000 Ambassador Drive**  
**Anchorage, Alaska 99508**  
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## **JOB DESCRIPTION**

<b>JOB TITLE: Oncology Nurse Specialist</b>	<b>DIVISION: Alaska Native Medical Center</b>
<b>DEPARTMENT: Oncology</b>	<b>REPORTS TO: Clinical Nurse Manager</b>
<b>NUMBER OF JOB LEVELS: (future use)</b>	<b>FLSA STATUS: Non Exempt</b>
<b>SALARY RANGE: 25</b>	<b>PL-101-630: Covered</b>
<b>DATE: September 26, 2005</b>	<b>TYPE OF POSITION: Intermittent</b>

### **SUMMARY OF JOB RESPONSIBILITIES:**

This position is located at the Alaska Native Medical Center (ANMC) in Anchorage, Alaska. ANMC is a 150-bed Level III hospital with a Level II trauma center providing ambulatory and acute care services for Alaska Native and other beneficiaries in the greater Anchorage area, as well as serving as a referral center for other health care facilities throughout the state of Alaska. ANMC is a teaching institution for health aides, nursing students, medical students, and residents.

The Oncology Nurse Specialist is responsible for the delivery of appropriate, timely, beneficial, and culturally sensitive services that promote quality and cost-effective health care outcomes. Established standards for case management practice and Oncology standards of clinical care will be the basis for care delivery. ANMC nursing practices are theory based and nurses participate in Shared Governance.

The Oncology Nurse Specialist acts as a patient advocate and primary contact for patients and their families to ensure inter- and intra-facility communication.

The purpose of this position is to provide assistance to the Clinical Nurse Manager, the Medical Oncologist, and the Adult Nurse Practitioner within the Anchorage Service Unit, and to function as a resource for matters related to Oncology for the Alaska Area Native Health Service.

### **OUTLINE OF ESSENTIAL JOB RESPONSIBILITIES/FUNCTIONS TO INCLUDE BUT NOT LIMITED TO:**

- Certification as an Oncology Certified Nurse (OCN) by the Oncology Nursing Certification Corporation is to be attained within 1 year of hire date.
- Promote health care outcomes in concert with currently accepted clinical practice guidelines.
- Collaborate proactively with all interdisciplinary team members and with a patient-focus to facilitate and maximize client healthcare outcomes. Coordinates multi-disciplinary patient care conferences for high risk or medically complex patients as needed.
- Practice in accordance with applicable laws such as client confidentiality, Americans with Disabilities Act, Workers' Compensation, abuse reporting, principles of consent, and advanced medical directives.
- Case management services will be guided by ethical principles respecting the autonomy, dignity, privacy and the rights of the individual.
- Advocate for the client/family at the service-delivery level and at the policy-making level fostering the client's/family's decision-making, independence, and growth and development.
- Integrate factors related to quality, safety, efficiency, and cost effectiveness in planning, delivering,

monitoring and evaluating client care promoting the most effective and efficient use of human and financial resources.

- Practice will be based on valid research findings, specifically plans and interventions that result in high quality, cost-effective outcomes.
- Function as the liaison between field hospital referrals and ANMC providers. Handles routine referrals in conjunction with ANMC medical providers, schedules diagnostic studies, clinic appointments and procedures, ensures travel/quarters are arranged (with the aid of support personnel). Coordinates with other service lines as needed.
- Maintain an appropriate database of clients requiring follow-up (discharge, cancer, etc.) and assures appropriate follow-up of clients.
- Counsels patients and their families regarding cancer diagnosis, prognosis and treatment options, side effects of chemotherapy and radiation and necessary follow-up procedures. Operates a daily walk-in clinic for Oncology patients.
- Administers, under standing oncology orders and patient protocols, chemotherapy, blood products, IV fluids, and other biological agents. Reviews patient's clinical status and laboratory values pre-treatment and uses independent judgment as to when to consult a physician.
- Upon patient discharge from the ANMC Oncology Program, institutes follow-up care as reflected in the discharge/transitional care plan. If follow-up care is to include chemotherapy that will be administered at another health care facility, ensures that all appropriate health records and treatment recommendations are sent (including but not limited to chemotherapy orders, pathology and operative reports and discharge summary), to the appropriate health care provider. If patient is to return to ANMC for chemotherapy, arranges admission authorization (with the aid of support personnel). Recommends pre-treatment laboratory and x-ray screening as indicated prior to travel date and schedules quarters locally.
- Institutes treatment recommendations as prescribed by the ANMC Oncologist, Providence Hospital C.T.C. and Alaska Regional A.R.T.C. (schedules consults, orders lab and x-ray studies, obtains prescriptions, arranges inpatient admissions or outpatient radiation therapy). Initiates Contract Health Authorization for appropriate services not rendered by ANMC.
- Screens patient charts and referred records prior to Oncology Clinic visits and assures that appropriate laboratory and/or x-ray studies have been performed. Initiates the Oncology outpatient care follow-up plan, coordinating the follow-up care with family, Health-aides or Home Health Nurses and other local health care providers.
- Provides instruction and counseling to the nursing staff at ANMC and other health care facilities as to the maintenance of Vascular Access Devices, and the appropriate protocols and practices guiding the safe instillation of chemotherapy agents through these devices.
- Maintains records on cancer patients undergoing Radiation Therapy in other facilities for the purpose of Quality Assurance.
- Serves as a resource to medical personnel in other health facilities, providing telephone consultation to engender optimal Oncology practices and knowledge among health care professionals caring for cancer patients.

## **QUALIFICATIONS:**

- Case management certification or equivalent education, and experience is preferred, but not required.
- Graduation from an accredited school of nursing. Baccalaureate degree or higher level educational program in health and human services is preferred
- Current registered nurse license in the State of Alaska
- Basic Life Support (BLS) certification is required
- One year experience as an Oncology Nurse preferred.
- CEU's current with focus on Oncology.

## **KNOWLEDGE, SKILLS AND ABILITIES:**

- (Developed from the Standards of Care, ANA Standards of Clinical Nursing Practices, 1998)
- Knowledge of health, social service, and funding sources
- Utilize evidenced based practice to develop the plan of care and interventions
- Gather, and then critically and objectively evaluate relevant data to determine the need for intervention by a case manager
- Assess resource utilization and cost management of the treatment course and services
- Select a caseload reflecting practice patterns and trends wherein client outcome can be positively influenced.
- Recognize patterns of care that may lead a client into a case management program
- Develop a case management plan that identifies immediate, short term and ongoing needs as well as where and how this care needs can be met.
- Set goals and time frames for achievement of same that are appropriate to the individual, his/her family, and agreed to by the client/family and treatment team
- Assure funding and/or community resources are available to implement the plan
- Check, regulate and document the quality of care, services and products delivered to the client to determine if the goals of the care plan are being achieved, or if the goals remain appropriate and realistic.
- Knowledge of a methodology designed to measure the client's response to the healthcare services and products being delivered, while also measuring the effectiveness/necessity/efficacy of the care plan itself, and the quality of the services and products from the providers.
- Identify and coordinate changes in practice patterns and treatment plans to bring about appropriate care and cost-effective outcomes.
- Effectively teach processes and principles in planning, providing and evaluating optimum health care.
- Knowledge of change process.
- Knowledge of quality management and improvement processes to assure accordance with internal and external standards, i.e., JCAHO.
- Knowledge of the procedure for referral care, Contract Health Regulations and Procedures and the Referred Care Information System.
- Knowledge of scope of patient care services provided by other clinical service lines and the referral process.
- Knowledge of discharge planning practices and ability to coordinate multidisciplinary care.
- Knowledge of field health referral system and the ability to coordinate travel/quarters, appointments and procedures. (with the aide of support personnel)
- Knowledge of clinic practices and ability to acts as resource for clinic personnel and assist the physician and nurse practitioner as necessary.
- The Oncology Nurse Specialist acquires and maintains current knowledge and competency in the field of Oncology, and has the knowledge and skills necessary to provide care appropriate to the age of the patients served.

## **WORKING CONDITIONS:**

- The work entails walking, standing, bending, typing, sitting as well as lifting of patients, supplies and records. Chemotherapy administration may necessitate employee working holidays, weekends and extended hours as duration of treatment is impacted by patient's tolerance of chemotherapy, and whether he/she experiences any side-effects during actual treatment.

## **WORKING ENVIRONMENT:**

- The work involves complex processes such as compiling, recording, reviewing, selecting and independently interpreting medical data and information regarding the immediate and follow-up care of cancer patients. It

is critical that the incumbent has a good grasp of his/her limitations and the usual mechanisms to best utilize available professional resources when consultation or advice would benefit the patient.

**AGE SPECIFIC:**

Knowledge and skills necessary to provide age specific care appropriate for all ages are required.

**NATIVE PREFERENCE:**

Under P.L. 93-638, as amended, the company pursues a policy of Native preference in hiring, contracting, and training.

***This job description is not an employment agreement or contract. Management has the exclusive right to alter the scope of work within the framework of this job description at any time without prior notice.***

**Signature below acknowledges that I have received a copy of my job description and my supervisor has discussed it with me.**

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date